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RETURN TO

RECORDS MANAGEMENT DIVISION
GENERAL SERVICES OFFICE

MEMORANDUM FOR: O&M Examiners, MIS
Chief, Records Management Branch, MIS ✓
SUBJECT: Personnel Statistics.

1. We are now receiving monthly statistical reports reflecting Agency personnel ceiling, T/O and strength data. This information is sensitive in nature, and the reports are labeled "Eyes Only". All of us need these reports in examining tables of organization. It is becoming increasingly necessary to check ceilings against T/O's before approval in order to advise Agency officials as to ceiling changes necessitated through such proposals. There is also a definite trend in the Agency to reduce the large gap between total T/O slots and total ceiling within the Agency.

2. These reports are available to any member of the MIS on a need-to-know basis, and may be obtained from Miss [redacted] in Room 205. It is asked that they not be stored in individual safes or kept out of file overnight, and that they be returned directly to [redacted]

[redacted]
Acting Management Officer

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